



Writing Quality Progress Reports



California State Office
October 20, 2014

Agenda



- What is the Project Progress Report (PPR)?
- General Tips and Suggestions
- Specific Tips for Each Narrative
- Questions & Answers

Learning Objective: By the end of this module, you will be familiar with the VISTA Project Progress Report (PPR) and what the California State Office is looking for in each section.

What is the PPR?

- A resource to gather information about the performance of the VISTA project
- Document progress toward achieving goals and objectives
- Provides a self-assessment tool to promote continuous improvement
- Identifies technical assistance needs

What is the PPR?

- A permanent record of the project
- Viewable by all CNCS staff including senior management
- FOIA-able, could also be viewed by members of the public and Congress
- One of many tools we use to manage VISTA projects

General Tips



- PPR should be cumulative
- Overall progress of the VISTA project from the Project Director's voice
- 3rd Person
- VISTA members should be allowed to review PPR
- Thorough but concise
- We will begin aligning with federal quarters, if not already on that schedule

Performance Measures



- Project Plan you proposed in original/renewal application
- Prepopulated in eGrants
- Report against targets that you set

Narratives: Challenges



- Limit to challenges that can be addressed
- Professional tone
- No N/As
- Indicate if they have been resolved or remain unresolved
- Describe what you are doing to address challenges
- Difficulty meeting work plan targets
- Please don't wait to tell us about significant challenges until your PPR – call or email anytime!

Narratives: Recruitment

- Focused on recruitment of VISTA members
- Not on recruitment of community volunteers
- Include best practices developed or specific challenges
- Describe steps taking to ensure smooth transition between outgoing and incoming VISTA members

Narratives: Training/Technical Assistance

- What type of training and technical assistance does your organization need at this time?
- Example: I am new to eGrants and need some help learning how to navigate the system.
- Think about Project Director, Members, Project Sites, and fiscal staff (if applicable)
- Again, please don't wait until PPR to inform us – call or email anytime!

Narratives: Partnership/Collaboration

- Other CNCS and non-CNCS programs/organizations collaborating with the VISTA project?
- Should be related to the VISTA project, not just organization as a whole
- Please don't just provide a list – Describe *how* the partnership/collaboration ties to the goals of the VISTA project.

Narratives: Resource Development

- Show us the money! Cash and In-kind resources
- Include source and use of each cash/non-cash donation
- Specify the role of VISTA members in generating resources and how they relate to goals/objectives of the project
- Dollar value of volunteers should not be counted as in-kind as we capture that information elsewhere
- Activities of community volunteers and strategies used to leverage community volunteers

Narratives: Sustainability

- Reporting on sustainability should begin in 1st year, not the 3rd
- How do you plan to transfer resources, knowledge, systems, relationships, etc. after the VISTA project ends?
- What have you done to make the agency/project more sustainable?
- What strategies are in place to sustain the results of the project?

Narratives: Multi-Site Performance

- If you have VISTAs placed at multiple sites, report in this section.
- Describe how you are communicating with sites and how you support them
- Describe how you ensure program compliance, high quality VISTA assignments, and proper communication between VISTA and site supervisors. How is your plan in the application working out? What changes have you made?
- Any changes in sites? Who? What? Why?

Narratives: Other Accomplishments

- Tell us about awards and media coverage
- Any other accomplishments not covered in the other narrative sections
- We also want you to describe how you are acknowledging CNCS and branding the AmeriCorps VISTA project (website, newsletters, work place)

Narratives: Stories



- Include stories that best communicate to the public how VISTA members get things done in your community
- Focus on stories that demonstrate the impact of VISTA
- Clearly show the link to the anti-poverty capacity building and sustainability

Narratives: Attachments and Links

- Write a lead-in to set the stage for the links so we can make sense of them.
- List attachments that you will submit via email
- You can put websites/links directly in this section – but please include a short description so we know what it is about
- If you have none, state “none at this time”

Questions?

- Press *1 on your phone
- Record your name
- Operator will call on you when it is your turn